

Culinary Arts Department

CHEF 1313

Food Service Operations/Systems Online

Course Description: An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.

Instructor:

Chef Natalie Osuna

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Phone: (806) 716-2583

Office Hours:

Class Hour and Room: Section 151 is online

Exam Schedule: The Final date and time is TBD.

Required Text: ManageFirst: Principles of Food and Beverage Management w/ Online Exam Voucher, 2nd Edition

ISBN- 978-0-86612-852-0

Required Materials: Textbook, Online Exam Voucher, One Inch-3 ring binder

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

South Plains College's Notices

Visit this link for SPC Syllabus Statements: <https://www.southplainscollege.edu/syllabusstatements/>.

Grading Policy:

1. There will be no Make-up Exams and **20 points will be deducted for late assignments.**
2. Assignments will be on **Blackboard in the Course Content Tab.**
3. Individual effort must be demonstrated on all exams. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by

the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** "At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program".

4. Class participation and attention will be crucial to the student's successful completion of this course. Although attendance will not be taken, you are still expected to complete all assignments by the due date.
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

6. The grading will be based on the following assignment:

Homework:	30%
Quizzes:	30%
Field Project:	10%
Final:	30%
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	100%

7. If there is a problem or a dispute with a grade, it must be brought to your instructor's attention and resolved within 5 days of the grades return. After that, it will not be considered under any circumstances.
8. If you feel you need out of class help, please visit with your professor during office hours.

Notes:

- **Quizzes and Assignments will be available starting on Friday's at 8am and be due by the following Thursday at 11:59pm.**
- There might be a possibility for extra credit or a bonus sometime during the semester. These extra points CANNOT raise your grade for a particular segment of your grade beyond 100%. For example, your maximum quiz average can only be 100% or test average can only be 100%.
- The **Final** for this course will be over all chapters AND will be a Certification Exam. Date and time TBD.
- If you need special accommodations, you will still have to take the test on the scheduled date of the exam. If there is a conflict, you will have to prove it to your instructor in order to take an exam at a different time.

Course Outline
CHEF 1313
Food Service Operations/Systems

Week	Assignment Open/Due Date	Topic	Assignments	Reading Assignment
1	No Assignment	Culinary Student Expectations	Sign in for Pearson with Access Code	No Assignment
2	1/23-1/29	It All Starts with the Menu	Ch. 1 Notes, Case Study, Review for Learning, Ch. 1 Quiz	Chapter 1
3	1/30-2/5	Standardized Recipes are Critical	Ch. 2 Notes, Case Study, Review for Learning, Ch. 2 Quiz	Chapter 2
4	2/6-2/12	Product Purchasing	Ch. 3 Notes, Case Study, Review for Learning, Ch. 3 Quiz	Chapter 3
5	2/13-2/19	Product Receiving, Storing, and Issuing	Ch. 4 Notes, Case Study, Review for Learning, Ch. 4 Quiz	Chapter 4
6	2/20-2/26	Quality Food Production Standards	Ch. 5 Notes, Case Study, Review for Learning, Ch. 5 Quiz	Chapter 5
7	2/27-3/5	Quality Beverage Management Standards	Ch. 6 Notes, Case Study, Review for Learning, Ch. 6 Quiz	Chapter 6
8	3/6-3/12	Facilitating Performance of Production Staff	Ch. 7 Notes, Case Study, Review for Learning, Ch. 7 Quiz	Chapter 7
9	3/13-3/19	Spring Break	Spring Break	Spring Break
10	3/20-3/26	Communicating with Customers	Ch. 8 Notes, Case Study, Review for Learning, Ch. 8 Quiz	Chapter 8
11	3/27-4/2	Managing Buffets, Banquets, and Catered Events	Ch. 9 Notes, Case Study, Review for Learning, Ch. 9 Quiz	Chapter 9
12	4/3-4/9	Food and Beverage Management: Analysis and Decision Making	Ch. 10 Notes, Case Study, Review for Learning, Ch. 10 Quiz	Chapter 10

13	4/10-4/16	Field Project/Review/Practice Tests	Field Project/Review/Practice Tests	Review all Chapters
14	4/17-4/23	Finals	Finals	Finals
15	4/24-4/30	Lab Finals	Lab Finals	Lab Finals
16	5/1-5/7	Clean Up	Clean Up	Clean Up